GCERC/GrantSolutions Quick Sheet:

Financial Reporting

Version 0.1 (DRAFT) (2020-04-03)

Contents

Version History

Version	Date	Comments
0.1	4/3/2020	*Initial DRAFT. Based on GCERC's GrantSolutions User Guide version 1.0 and GrantSolutions' Grant Recipient Process: Federal Financial Report (September 2019)*

Introduction

Financial Reports for Council awards are submitted through GrantSolutions. These reports are normally submitted on a semi-annual basis, with the addition of a final financial report submitted at the completion of the award agreement. Council financial reports include the Federal Financial Report (FFR), also referred to as the SF-425, and several required attachments as described below to update Council staff on the financial performance of the award as well as provide an update on project or program progress accomplished during the reporting period.

Roles and Actions

The ability of a user to access, edit, and submit the financial report depends upon the user's role assigned in GrantSolutions. Recipients with the following roles can view, edit, and submit the FFR: Grantee Authorizing Official (ADO), Principle Investigator/Program Director (PI/PD) assigned to the award, and Financial Official (FO). Recipients users with the Financial Support Staff (FSS) role can edit and view the report, but not submit. The report is read-only for all other roles.

Accessing the Federal Financial Reports List

The GrantSolutions "Federal Financial Reports List" contains all financial reports for an award, grouped by the current reporting period, past reporting periods, and upcoming reporting periods.

To access the "Federal Financial Reports List", access the "My Grants List," locate the award for which you need to complete a financial report, and then click the "Reports" link, as shown below.

The "Federal Financial Reports List" screen is divided into two sections – Project Information and Reporting Periods. Project Information is located towards to the top of the screen and includes the Grant Number, Project Name, Grant Program, Grantee Organization, DUNS, and Federal Award Identification Number (FAIN).

Just below the Project Information section are three Reporting Period groups: Past Reporting Periods, Current Reporting Period, and Upcoming Reporting Periods. By default, the Current Reporting Period row is expanded.

Use the up and down arrows to open or close a Reporting Period group.

- Click the down arrow (∨) to expand Past or Upcoming Reporting Periods.
- Click the up arrow (∧) to collapse a reporting period group.

Each Reporting Period group contains the following information:

- Type: Quarterly, Semi-Annual, Annual and Final depending on award-specific reporting requirements. Most Council awards have a semi-annual reporting requirement followed by a Final FFR submission.
- Due Date: Displays the report due date and includes a countdown.
- Reporting Period: The timeframe being reporting upon.
- Status and Workflow History:
  - Current FFR workflow status is shown;
  - Click the status link (i.e. In Progress, Submitted, etc.) to view the workflow history and any comments.

- Action button: Action available to a user. May include Start Report, Edit Report, or View Report.
- Actions List (Three vertical dots): Click the three vertical dots to print the report or download a PDF version. This option is available for all statuses except "Not Started."

Prepare and Submit the Federal Financial Report

Award recipients can enter and submit a financial report once the reporting period start date has passed. However, it is recommended that reports not be started until the reporting period end date, at which time the recipient will have 30 days to complete and submit the report for Council staff review. Although reports can be submitted after the due date, they will be marked as Past Due.

Note: *An extension of the reporting due date can be requested by contacting the Council grants specialist assigned to your award in advance of the due date.*

To prepare and submit an FFR, complete the following steps.

Preparing the Financial Report

1) From the "Federal Financial Reports List" screen, locate the correct reporting period and click the **Start Report** button.
   *Note: The report that is due may be located in the "Past Reporting Period" section if the end date for the reporting period has passed.

2) The "SF-425 Federal Financial Report" appears. The FFR is divided into several sections that are combined into a standard format when downloaded or printed. Additionally, to avoid loss of information, the FFR automatically saves information as recipients enter data.

The top of the screen contains information about the form, grant project, and actions. The FFR header line located at the top of the screen is always visible, even as recipients scroll through the report and enter data. This header line contains the following:

- Back link: Click to return to the "Federal Financial Reports List"
- Saved status: Last saved time (i.e. 3 minutes ago, 7 days ago, etc.)
- Tool bar:
  - Download a zip file with the PDF version of the FFR and any attachments
  - Printer friendly version of the report (prints what is on the screen)
  - Reset the form and remove all data entered by the Recipient
  - Open the "More Information" page containing SF-425 instructions
- Due Date: The date the report is due

3) Scroll down the page to begin entering report data into the following fields:

*Note: Many of the fields shown on the FFR are automatically populated or calculated based on the current award agreement or the values provided as part of the current FFR submission. Those fields are locked and cannot be edited by the user. If you notice a potential error with the value in an auto-generated field, please contact the Council Help Desk (helpdesk@restorethegulf.gov).

Report Details

1. **Grant Issuing Organization**: *Auto-populated by the system based on the current award agreement.*
2. **Grant Number:** *Auto-populated by the system based on the current award agreement.*
3. **Organization Name and Address:** *Auto-populated by the system based on the current award agreement.*
4. **a. DUNS Number:** *Auto-populated by the system based on the organization.*
4. **b. EIN Number:** *Auto-populated by the system based on the organization.*
5. **Account Number:** If applicable, enter an account number or any other identifying number assigned by recipient organization. This number is for the recipient's use only and is not required or reviewed by the Council staff.
6. **Report Type:** *Auto-populated by the system.*
7. **Basis of Accounting:** Select Cash or Accrual. Most Council recipients use an accrual basis of accounting.
8. **Project/Grant Period:** *Auto-populated by the system based on the current award agreement.*
9. **Reporting End Date:** *Auto-populated by the system based on the current award agreement.*

Transactions - Federal Cash

10a. **Cash Receipts:** Enter the cumulative total of the payments you have received from the Council under this award.

10b. **Cash Disbursements:** Enter the total cumulative disbursements made using under this award that have been or will be reimbursed from the Federal award. Disbursements are the sum of actual cash paid for direct charges for goods and services, the amount of indirect expenses charged to the award, and the amount of cash advances and payments made to subrecipients and contractors.

10c. **Cash on Hand (10a-10b):** *This field is auto-calculated by the system. A negative number means that your organization has disbursed more funds than it has received in payments from the Council.*

Transactions - Federal Expenditures and Unobligated Balance

10d. **Total Federal Funds Authorized:** Enter the total Federal funds authorized (should equal award amount) as of the reporting period end date.

10e. **Federal Share of Expenditures:** Enter the Federal share of the expenditures. This should equal the total Council costs within your expenditure budget.

10f. **Federal Share of Unliquidated Obligations:** Unliquidated obligations on a cash basis are obligations incurred but not yet paid. On an accrual basis, they are obligations incurred, but for which an expenditure has not yet been recorded. Enter the Federal portion of unliquidated obligations. Those obligations include direct and indirect expenses incurred but not yet paid or charged to the award, including amounts due to subrecipients and contractors. On the final report, this line should be zero unless the awarding agency has provided other instructions. Do not include any amount in Line 10f that has been reported in Line 10e. Do not include any amount in Line 10f for a future commitment of funds (such as a long-term contract) for which an obligation or expense has not been incurred.

10g. **Total Federal Share (sum of Lines 10e and 10f):** *This field is auto-calculated by the system.*

10h. **Unobligated Balance of Federal Funds (line 10d-10g):** *This field is auto-calculated by the system.*

Transactions - Recipient Share

10i. **Total Recipient Share Required:** Enter total recipient's share (co-funding) that is required as of the reporting period end date. Disregard this section if co-funding does not apply to your award. If the award includes co-funding, it will be listed within your award agreement.

10j. **Recipient Share of Expenditures:** Enter the recipient's share of expenditures. This is the amount of funds designated as "co-funding" that you or your subrecipient(s) has expended through the end of the reporting period.

10k. **Remaining Recipient Share to be Provided (line 10i-10j):** *This field is auto-calculated by the system.*

10l. Total Federal Program Income Earned: Enter the total federal income earned. Disregard this section if Program Income does not apply.

10m. Program Income Expended in Accordance with the Deduction Alternative: Enter the amount of program income which was used to reduce the Federal share of the total project costs. If Program Income is generated, refer to your award regarding the appropriate method of accounting for and expending program income.

10n. Program Income Expended in Accordance with the Addition Alternative: Enter the amount of program income which was added to the funds committed to the total program costs and expended to further eligible project activities. If Program Income is generated, refer to your award regarding the appropriate method of accounting for and expending program income.

10o. Unexpended Program Income (line 10l minus line 10m or line 10n): *This field is auto-calculated by the system.*

Indirect Expense

If indirect expenses were charged against the award, click "Add Expense" to document those expenses. Multiple instances of indirect expenses can be recorded when there are variations in the indirect cost rate over time. For each instance of Indirect Expense charged, the following values are required:

11a. Indirect Cost Rate Type: Indicate whether indirect cost rate(s) is Provisional, Predetermined, Final, or Fixed.

11b. Indirect Cost Rate: Enter the indirect cost rate(s) in effect during the expense period shown in 11c.

11c. Expense Period: Enter the beginning and ending effective dates for the rate shown in 11b.

11d. Base Amount: Enter the amount of the base against which the rate was applied.

11e. Amount Charged (11b multiplied by 11d): *This field is auto-calculated by the system.*

11f. Federal Share: Enter the Federal share of the amount shown in 11e.

Remarks

12. Add Remarks: If you need to provide additional details or clarification to the values entered in the lines above, please enter them in the "Add Remarks" section. Text added to this section is limited to 2,000 characters.

Attachments

Each financial report *must* include an uploaded Expenditure Budget, Milestone Progress form, and Financial Reporting Narrative form. Templates for these required attachments can be obtained by contacting the Council Help Desk (helpdesk@restorethegulf.gov). Financial reports submitted without all required attachments will be rejected by the Council grants staff and returned to the recipient. In addition to the required attachments, other documentation may be necessary to support items included in the report, such as the Subrecipient and Contractor Worksheet if new contractors or subrecipients have been identified. Recipients

are welcome to attach any other additional supporting documentation relevant to the financial report. Each report submission is limited to five total uploads with a cumulative five Gigabyte (GB) file size limit. Recipients are provided the opportunity to provide a short description of each file uploaded to their report submission. Instructions for the three required attachments are provided below.

Attachment - Expenditure Reporting

As part of every financial report submission, each recipient must complete an expenditure report that documents total expenditures by the SF424A (Non-Construction Budget) object-class categories listed in the award agreement. If your award also includes construction costs, costs within that category must be further delineated by the SF424C (Construction Budget) object-class categories.

With the exception of contract expenditures, subgrant expenditures, and expenditures associated with any other items of costs specifically identified in your award, line-item detail is not required as part of expenditure reporting. However, in order to track compliance with Federal regulations regarding contracts and subgrants awarded by a recipient using Federal funds, the Council does require that recipients provide line-item detail for each contract and subgrant that has documented expenditures to-date.

The Expenditure Reporting Template includes rows for all object-class categories listed within the SF424A and SF424C. Additional lines are provided below the main table in order that recipients can break out expenditures by awarded contract, subgrant or other object class if required in the award, when necessary. The template has four columns:

- *Approved Budget* delineates the current award amount by object class;
- *Expenditures* documents cumulative expenditures by object class;
- *Remaining balance* is automatically calculated as the difference between the budgeted amount and expended amount; and
- *Percent Expended* automatically calculates the percentage of the budgeted amount that has been expended.

Council grants or support staff will provide each recipient a copy of this template with current award values whenever a new award is executed and whenever an amendment is issued that modifies the object-class values within the award budget. Recipients can request updated templates listing their current award values at any time by contacting the Council Help Desk (helpdesk@restorethegulf.gov). (Blank template link).

Recipients are required to populate the expenditures column with cumulative expenditures-to-date of federal award funds as part of every financial report submission.

- Federal Expenditures: The expenditures column is intended to capture expenditure of Federal Council funding.
- Co-Funding Expenditures: Total co-funding expenditures are reported on the FFR as "Recipient share" (items 10i and 10j on the FFR) but do not need to be broken out

into object-class categories. The total of co-funding expended is also reported near the bottom of the Expenditures table.

- Program Income: Program income is reported on the FFR (items 10l, 10m and 10n), but does not need to be broken out by object class. The total program income earned is also reported at the bottom of the Expenditures table.

In addition, if detailed reporting is required for specific items under one or more object-class categories, such as contracts or subawards, expenditures by line item should be provided in the separate table appearing below the Expenditures table.

Notes:

- *If you need to report expenditures against an object-class category that is listed as "$0.00" within the Approved Budget column, please reach out to the grants specialist listed on your award agreement immediately in order that prior approval for such expenditures can be granted and any necessary amendments to the award budget issued.*
- *Recipients are allowed 10% movement of the total direct costs among direct object-class categories included within the award budget. This means it is possible to overspend in one or more object-class categories as long as those expenditures do not exceed the total value of the Federal award and as long as the total amount overspent in all categories does not exceed 10% of the total direct cost. If you are in danger of exceeding the 10% threshold, please reach out to the grants specialist listed on your award agreement in order that modifications to the award budget can be made.*
- *Movement of funding between direct cost categories and the indirect costs category requires prior approval. Please reach out to the grants specialist listed on your award agreement immediately if such a change is needed.*

Attachment - Milestone Progress Form (Blank Template Link)

Each recipient must complete a Milestone Progress form as part of every financial report submission. As part of post-award financial reporting, recipients are responsible for updating each milestone documented within the current award agreement with current values for the following fields:

Status: Select from the three available options (Not Started, In Progress, Complete).

Percent Complete: Provide an approximate percent compete value for the milestone. Values should be between 0 and 100.

Estimated Spent: Provide an estimation of the Federal award funding spent toward achieving the milestone. *Estimated Spent* is a cumulative value.

Anticipated/Actual Start Date: If the anticipated start date for the milestone has changed, update the value accordingly. For milestones listed as *In Progress* or *Complete*, this date should reflect the actual milestone start date.

Anticipated/Actual End Date: If the anticipated end date for the milestone has changed, update the value accordingly. For milestones listed as *Complete*, this date should reflect the actual milestone end date.

Progress Summary: Provide a short statement indicating what progress, if any, was made toward achieving the specific milestone during the current reporting period. If no work was conducted on a specific milestone for the current reporting period, please indicate this.

*Note: The Status and Percent Complete values must be in alignment. If your milestone has a Status of "Not Started," it should have a corresponding Percent Complete value of 0. Complete milestones should have a corresponding "Percent Complete" value of 100. Any milestone with a Percent Complete value between 1 and 99 should have a corresponding status of "In Progress."

Attachment - Financial Reporting Narrative Form (Blank Template Link*)*

The Financial Reporting Narrative form provides recipients the opportunity to elaborate on their progress, as well as any challenges encountered, for the current reporting period. Recipients are required to provide responses for the *Summary of Work* and *Project Oversight* sections. The *Issues Encountered and Strategies Implemented* and *Personnel and Organizational Changes* sections need only be completed when applicable.

Summary of Work (always required): Provide a short summary of work performed during the reporting period covered by this financial report.

Project Oversight (always required): Provide a short summary of any oversight/ monitoring activities conducted by the recipient organization during the period covered by this financial report. This should include oversight of internal processes as well as oversight of subrecipients and contractors. Also provide a response for the yes/no questions regarding contracts and subgrants.

Issues Encountered, Strategies Implemented and Accomplishments (situationally required): Provide a short summary of issues encountered during the period covered by this financial report, as well as any strategies implemented in order to mitigate those issues. Elaborate on any actions that may require prior approval or an amendment in Question 8. Also, describe significant project accomplishments, best practices and lessons learned in Question 9.

Personnel and Organizational Changes (situationally required): If there were changes to the personnel managing activities under this award agreement, or if new contracts or subawards were made during the current reporting period, provide details regarding those changes. Note that if new contractors or subrecipients have been identified, you must complete and attach the Subrecipient and Contractor Worksheet. Refer to your award to determine if additional information may be required under a Special Award Condition when contractors or subrecipients are identified. Any

detailed supporting information should be submitted as a separate Grants Note in GrantSolutions.

Certification

13. **Certification**: Before submitting the FFR, the recipient must indicate agreement with the following certification statement by checking the box provided and typing his or her full name in the accompanying text field:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)

The FFR cannot be submitted until the Certification is complete. Once the Certification is complete, the recipient will gain access to the "Submit Report" button.

Submitting the Financial Report

*Note: The ability to submit FFRs is limited by recipient role. Only the AOR, PI/PD, or Financial Officer have the ability to electronically certify and submit FFRs within GrantSolutions.

Before submitting to the Federal agency, click the **Check for Errors** link. This functionality will not identify errors in your data entry, but only indicate if an incorrect type of information was entered (for example, text in a field where numeric data is expected). Correct any issues identified.

*Note: Once the report has been submitted, no additional changes or additions can be made unless the report is returned for correction or revision by a Council grants specialist. It is therefore highly recommended that recipients download a copy of the FFR and all attachments for careful review before submitting the report in GrantSolutions. A download link is available near the top of the online FFR.

When you are satisfied that the report information is correct and all attachments are included, click the Submit button. Following submission, the "Successfully submitted Federal Financial Report" message appears. To return to the "Federal Financial Reports List," click the **Back** link. On the "Federal Financial Reports List", the FFR status should be shown as Submitted. The report can be viewed at any time and the workflow status tracked from the Status link.

To return to the "My Grants List" screen, click the **Back to Grants List** link located toward the top left of the screen.

Returned Reports

Council grants staff may return a report to the recipient for modification. If a recipient organization receives notification that a financial report has been returned for correction or clarification, it will be able to access the returned report via the same steps used to access and complete the original report. The returned report will pre-populate with the information provided as part of the original submission, including any attachments. Address any issues documented by the grants specialist and resubmit the financial report using the same steps followed during the original submission.

Notifications

Recipient users able to edit and/or submit the financial report will receive email notifications from GrantSolutions in the following instances:

- 14 days before the financial report is due
- One day after the financial report is due if the report was not submitted
- When the financial report is submitted
- If the financial report is returned by Council staff for corrections

Financial Report Statuses

The status of a financial report changes depending on steps taken in the workflow. In addition, the possible actions that the Recipient can take also change as shown in the Table below.

Table 1: Workflow Status and Possible Recipient Actions

Workflow Status	What this Means	Possible Recipient Actions
Not Started	Recipient has not entered any data in the report	Start Report
In Progress	Recipient has entered data in the report and not yet submitted	Edit Report, Print, Download (PDF)
Submitted	Recipient has submitted the report to the Council	View Report, Print, Download (PDF)

In Review	Council staff has started the review process	View Report, Print, Download (PDF)
Accepted	Council staff has approved the report	View Report, Print, Download (PDF)
Returned	Council staff has returned the report to the Recipient for edits	Edit Report, Print, Download (PDF)
Past Due	The report Due Date is in the past and report has not been submitted	Start Report (if within 60 days of Date Due).